

Errata Sheet

No. 1

Information Management

OFFICE SYMBOLS

EC 25-1-304

31 December 2002

Change Expiration Date to 31 December 2004

DEPARTMENT OF THE ARMY
U.S. Army Corps of Engineers
Washington, D.C. 20314-1000

EC 25-1-304

CECI-TR

Circular
No. 25-1-304

31 December 2002

EXPIRES 31 December 2003
Information Management
OFFICE SYMBOLS


1. Purpose. This circular lists office symbols that are authorized for use within the United States Army Corps of Engineers.
2. Applicability. This circular applies to the United States Army Corps of Engineers (USACE) and the Office of the Chief of Engineers (OCE).
3. Distribution. This information is approved for public release. Distribution is unlimited.
4. Reference. AR 25-1, The Army Information Resources Management Program.
5. Procedures.

a. All HQUSACE/OCE Elements' office symbols herein have been approved by the Humphreys Engineer Center Support Activity (CEHEC), Manpower and Management Analysis Branch (CEHEC-RM-M), and are being distributed by Information Resources Management Branch (CECI-TR). To request any changes and/or new office symbols, submit a memorandum through CEHEC-RM-M for CECI-TR.

b. All USACE activities must request approval of basic office symbols from HQUSACE, Directorate of Resource Management, Manpower and Force Analysis Division (CERM-M) and will obtain distribution/issue of office symbols from Information Technology Services Division (CECI-T), Washington, DC 20314-1000. Basic office symbols should consist of no more than five letters. Each activity will supplement the basic office symbols by letter schemes. Numerical codes are not authorized.

FOR THE COMMANDER:

2 Appendixes
APP A - HQUSACE/OCE Elements
APP B - USACE Activities



WILBERT BERRIOS
Director of Corporate Information

This circular supersedes EC 25-1-299, 31 October 2001.

APPENDIX A
OFFICE SYMBOLS
HQUSACE/OCE ELEMENTS

TITLE	SYMBOL
Commanding General, Office of the Commanding General Deputy Commanding General Command Chaplain Contingency Response Unit Equal Opportunity Advisor Commander's Staff Group Deputy Commanding General for Reserve Components Command Sergeant Major	CECG CECG-ZA CECG-ZB CECG-CH CECG-CRU CECG-EO CECS-G CECG-RC CECG-SM
Chief of Engineers (Pentagon), Office of the Chief of Engineers Deputy Chief of Engineers	DAEN DAEN-ZA DAEN-ZB
Chief of Staff, Office of the Chief of Staff Congressional Affairs, Office of Operations, Office of the Deputy Chief of Staff for Intelligence and Security Countermeasures Branch Foreign Disclosure Officer Intelligence Officer Command Security Manager Concepts, Plans and Doctrine Branch Provost Marshal Branch Force Protection Officer Physical Security/Law Enforcement Support, Deputy Chief of Staff for USACE Operations Center Secretary of the General Staff Protocol Officer	CECS CECS-ZA CECS-C CECS-O CECS-OI CECS-OI-FD CECS-OI-I CECS-OI-S CECS-OP CECS-OS CECS-OS-FP CECS-OS-LE CECS-S CECS-UOC CECS-X CECS-XP
Chief Counsel, Office of the Chief Counsel Deputy Chief Counsel Management and Administration Office Law Library Procurement Law and Contract Disputes Environmental Restoration, Regulation and Compliance Legislation, Fiscal and General Law Litigation and Administrative Disputes	CECC CECC-ZA CECC-ZB CECC-A CECC-AL CECC-C CECC-E CECC-G CECC-L

TITLE	SYMBOL
Civil Works, Directorate of	CECW
Director	CECW-ZA
Deputy Director	CECW-ZB
Executive Director	CECW-ZC
Management Support, Office of	CECW-ZD
Military Executive Officer	CECW-ZX
Field Support, Office of	
Assistant Director/Atlantic East	CECW-ZE
Assistant Director/Central	CECW-ZM
Assistant Director/Planning	CECW-ZP
Assistant Director/Pacific West	CECW-ZW
Program Management Division	CECW-B
Centralized Programs and Systems Management Branch	CECW-BA
Central Programs Execution Branch	CECW-BC
Program Formulation and Evaluation Branch	CECW-BD
Eastern Programs Execution Branch	CECW-BE
Western Programs Execution Branch	CECW-BW
Engineering and Construction Division/Special Assistant for Customer Support	CECW-E
Technology Integration Branch	CECW-EE
Infrastructure Branch	CECW-EI
Cost and Economic Team	CECW-EIC
Systems Engineering Team	CECW-EIS
Building Systems Team	CECW-EIV
Technical Policy Branch	CECW-ET
Construction Team	CECW-ETC
Engineering Team	CECW-ETE
Environmental Team	CECW-ETV
Chief Architect/Value Engineer	CECW-EV
Water Resources Branch	CECW-EW
Site Development Team	CECW-EWS
Watershed Team	CECW-EWW
Operations Division	CECW-O
Navigation and Operations Branch	CECW-OD
Civil Emergency Management Branch	CECW-OE
Natural Resources Management Branch	CECW-ON
Regulatory Branch	CECW-OR
Planning and Policy Division	CECW-P
Policy Compliance Support Branch	CECW-PC
Mission Planning and Development Branch	CECW-PD
Guidance Development Branch	CECW-PG
Legislative Management Branch	CECW-PL
Planning Management Branch	CECW-PM

TITLE	SYMBOL
Corporate Information, Directorate of	CECI
Director	CECI-ZA
Deputy Director	CECI-ZB
Administrative Officer	CECI-ZO
Information Assurance Division	CECI-A
HQ Staff and Field Liaison Division	CECI-H
Information Technology (IT) Services Division	CECI-T
Architecture Branch	CECI-TA
Information Resources Management (IRM) Branch	CECI-TR
Equal Employment Opportunity, Office of	CEEO
Chief	CEEO-ZA
History, Office of	CEHO
Chief Historian	CEHO-ZA
Chief Curator	CEHO-ZM
Administrative Officer	CEHO-ZO
Human Resources, Directorate of	CEHR
Director	CEHR-ZA
Deputy Director	CEHR-ZB
Exec Secretary E&S (R&C) Career Program	CEHR-ZE
Administrative Officer	CEHR-ZO
Human Resources Development Division	CEHR-D
Employment and Compensation Management Division	CEHR-E
Military Personnel Division	CEHR-M
Engineer Inspector General, Office of the	CEIG
Inspector General	CEIG-ZA
Investigations/Assistance Division	CEIG-A
General Inspections Division	CEIG-I
Plans and Operations Office	CEIG-P
Internal Review, Office of	CEIR
Chief	CEIR-ZA
IR Team (Humphreys Engineer Center)	CEIR-I
Logistics, Directorate of	CELD
Director	CELD-ZA
Staff Engineer	CELD-ZE
Administrative Officer	CELD-ZO
Program Manager	CELD-ZP
Maintenance and Supply Division	CELD-MS
Transportation Division	CELD-T

TITLE	SYMBOL
Military Programs, Directorate of	CEMP
Director	CEMP-ZA
Deputy Director	CEMP-ZB
Executive Director	CEMP-ZC
Assistant Director	CEMP-ZD
Management Support Officer	CEMP-ZM
Executive Officer to Director, Military Programs	CEMP-ZX
Installation Support Division	CEMP-I
Planning Branch	CEMP-IP
Installation Support Policy Branch	CEMP-IS
Programs Management Division	CEMP-M
Army and Air Force Branch	CEMP-MA
Defense and Support for Others Branch	CEMP-MD
Program Integration and Business Process Branch	CEMP-MP
Interagency and International Services Division	CEMP-N
Interagency Branch	CEMP-ND
International Branch	CEMP-NI
Environmental Division	CEMP-R
Policy and Requirements Branch	CEMP-RA
Formerly Used Defense Sites (FUDS) Branch	CEMP-RF
Environmental Support Branch/ Environmental Quality Team	CEMP-RI
Intergovernmental and Superfund Support Branch/FUSRAP Team	CEMP-RS
Special Missions Office	CEMP-S
Power Reliability Enhancement Program (PREP) Team	CEMP-SP
Technical Review and Modernization (TRAMO) Team	CEMP-ST
Public Affairs, Office of	CEPA
Chief	CEPA-ZA
Deputy Chief	CEPA-ZB
Administrative Officer	CEPA-ZM
Command and Electronic Information Team	CEPA-CI
Civil Works and Special Projects Team	CEPA-CW
Military Programs and Special Projects Team	CEPA-MP
Command Planning Group	CEPG
Planning and Strategy Group	CEPG-P
Strategic Relations and Evaluation Group	CEPG-R
Principal Assistant Responsible for Contracting, Office of the	CEPR
Principal Assistant Responsible for Contracting	CEPR-ZA
Deputy Chief	CEPR-ZB
Acquisition Support Office	CEPR-A
Contract Operations and Management Review Division	CEPR-O
Contracting Policy Division	CEPR-P

TITLE	SYMBOL
Research and Development, Directorate of	CERD
Director	CERD-ZA
Research and Development Programs & Oversight	CERD-ZB
Operations and Support	CERD-ZC
Program Integration Office	CERD-ZD
Real Estate, Directorate of	CERE
Director	CERE-ZA
Deputy Director	CERE-ZB
Administrative Officer	CERE-ZO
Civil Division	CERE-C
Eastern Region Team	CERE-C-ER
Western Region Team	CERE-C-WR
Military Division	CERE-M
Army Team	CERE-M-A
DOD Team	CERE-M-D
Readiness Team	CERE-M-R
Realty Services Division	CERE-R
Appraisal Team	CERE-R-A
Business Integration Team	CERE-R-BI
Program Development Team	CERE-R-PD
Resource Management, Directorate of	CERM
Director	CERM-ZA
Deputy Director	CERM-ZB
Executive Director	CERM-ZC
Budget and Programs Division	CERM-B
Investments and Readiness Branch	CERM-BA
Civil Operations Branch	CERM-BC
Military Operations Branch	CERM-BF
Finance and Accounting Policy Division	CERM-F
Manpower and Force Analysis Division	CERM-M
Business Practices and Program Evaluation Division	CERM-P
Small Business, Office of	CESB
Director	CESB-ZA
Deputy Director	CESB-ZB
Safety and Occupational Health, Office of	CESO
Chief	CESO-ZA
Systems and Engineering Programs	CESO-E
Industrial Hygiene Programs	CESO-I
Operations and Training Programs	CESO-O

APPENDIX B

BASIC OFFICE SYMBOLS USACE ACTIVITIES

BOARDS AND COMMISSIONS

Board of Contract Appeals
Coastal Engineering Research Board
Mississippi River Commission

SYMBOL

CEBA
CECRB
CEMRC

CENTERS

Engineering and Support Center, Huntsville
Transatlantic Programs Center

CEHNC
CETAC

DIVISIONS AND DISTRICTS

Great Lakes and Ohio River Division
 Great Lakes Center
 Buffalo District
 Chicago District
 Detroit District
 Huntington District
 Louisville District
 Nashville District
 Pittsburgh District

CELRD
CELRD-GL
CELRB
CELRC
CELRE
CELRH
CELRL
CELRN
CELRP

Mississippi Valley Division
 Memphis District
 New Orleans District
 Rock Island District
 St. Louis District
 St. Paul District
 Vicksburg District

CEMVD
CEMVM
CEMVN
CEMVR
CEMVS
CEMVP
CEMVK

North Atlantic Division
 Baltimore District
 Europe District
 New England District
 New York District
 Norfolk District
 Philadelphia District
 Washington Aqueduct Division

CENAD
CENAB
CENAU
CENAE
CENAN
CENAO
CENAP
CENAB-WA

DIVISIONS AND DISTRICTS

SYMBOL

Northwestern Division	CENWD
Kansas City District	CENWK
Omaha District	CENWO
Portland District	CENWP
Seattle District	CENWS
Walla Walla District	CENWW
 Pacific Ocean Division	 CEPOD
Alaska District	CEPOA
Far East District	CEPOF
Honolulu District	CEPOH
Japan District	CEPOJ
 South Atlantic Division	 CESAD
Charleston District	CESAC
Jacksonville District	CESAJ
Mobile District	CESAM
Savannah District	CESAS
Wilmington District	CESAW
 South Pacific Division	 CESPD
Albuquerque District	CESPA
Los Angeles District	CESPL
Sacramento District	CESPK
San Francisco District	CESPN
 Southwestern Division	 CESWD
Fort Worth District	CESWF
Galveston District	CESWG
Little Rock District	CESWL
Tulsa District	CESWT

FIELD OPERATING ACTIVITIES

U.S. Army Corps of Engineers Finance Center	CEFC
U.S. Army Engineer Research and Development Center	CEERD
Humphreys Engineer Center Support Activity	CEHEC
Institute for Water Resources	CEIWR
Marine Design Center	CEMDC
249 th Engineer Battalion	CEPPB